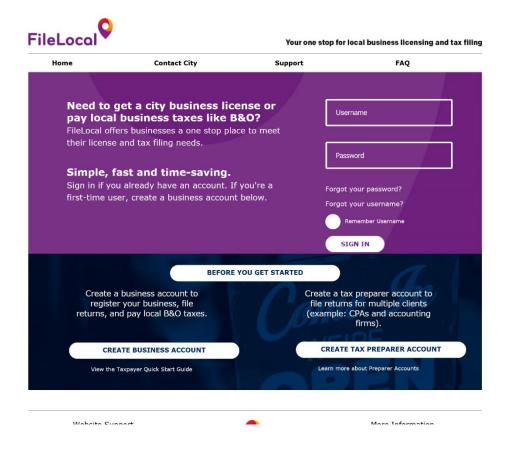
Please follow the below listed steps to renew your Kent business license through FileLocal.

Step 1:

Go to www.FileLocal-wa.gov to create an online account for your Kent business license. Click on the "Create Business Account" oval in the lower left-hand portion of the screen.



Step 2:

Complete all of the fields necessary to create your online account.

Home	Contact City	Support	FAQ
Create a New Busin	ess Account		
Welcome to FileLocal. Follow marked with an asterisk (*).		set up your FileLocal busines	s account. Required fields are
QUICKSTART GUIDE	ABOUT FEES	S, ETC	
User Information			
Create your Username:	You'll need your Username eve	ry time	
	you want to log in to your acco Please enter the Username you use, Your Username is not case	unt. wish to	
Create your Password:	sensitive and cannot contain sp	aces.	
-	*	*	
First Name:	Last Name:		
	*	*	
Phone Number:			
	*		
Email Address:	 Re-enter Email	Address:	
	*	*	
Company Information	n		
Legal Business Name:		entifies your legal business er	itity, as registered with the r Doing Business As (DBA) Name.
	*	race. This is it or your Trade o	boing business As (bbA) nume.
Mailing Address:	City:	Cou	intry:
	*	* U	nited States ×
State:	Zip Code:		
Washington	*	*	

*If your business does not have a DBA or Trade Name, please list your legal entity name.

Business Location Information	
Enter information about the business location you want to set up. If you have multiple account setup is complete. $ \\$	locations, you will be able to enter them after
Trade Name/DBA/Doing Business As:	
Washington Unified Business Identifier:	
*	SKIP UBI QUESTION
UBI-9 Business ID Location ID	
What is a UBI number? Click here to find out.	LOOK UP MY UBI-16

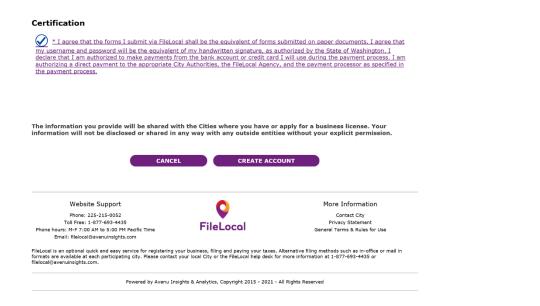
*In the past, Kent has used the business's 9-digit UBI number to issue a Kent business license. With the FileLocal platform, the full 16-digit UBI number is required. FileLocal uses the UBI to identify your business locations, so you need a UBI number for each business location in order to use FileLocal. The 16-digit UBI has 3 parts:

- 1. The Primary UBI is a 9-digit number that identifies the taxpaying entity as a whole, regardless of the number of businesses or locations.
- 2. The Business ID is a 3-digit number that represents the business. In most cases this will be 001, but it is possible to have multiple businesses represented until the Primary UBI, so the Business ID could be 002, etc.
- 3. The Location ID is a 4-digit number that presents a location of the business.

If you are unaware of your 16-digit Washington State UBI number, click the "Look Up My UBI-16" oval to the right of the screen which will take you to the Washington State Dept. of Revenue's public website to look up your account.

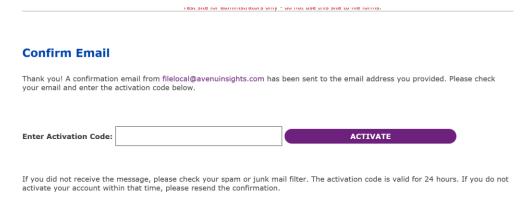
Step 3:

Click the "Create Account" oval at the bottom of the page when you are finished.



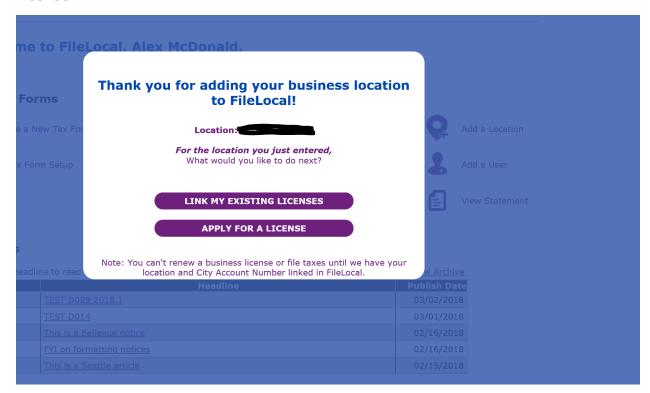
Step 4:

Shortly after creating your online account, you will receive a confirmation email which provides an Activation Code. Enter the code and click the purple "Activate" oval.



Step 5:

After entering in the Activation code, a pop up will display and ask if you want to "Link your Existing License" or "Apply for a License." You MUST click "Apply for a License."



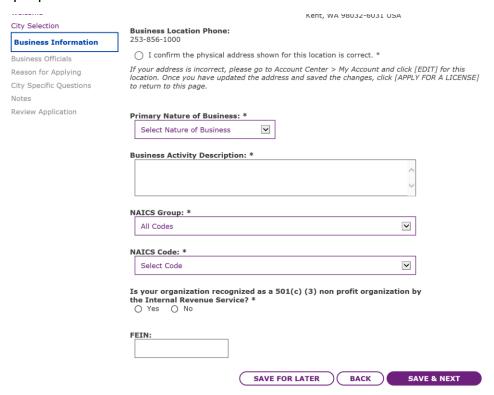
<u>Step 6:</u>

Select Kent for the City which you are applying for a license and click the "Save & Next" purple oval to proceed.

Home	My Tax Form	s My License Forms	Account Center	Contact City	Support	FAQ	
City Sele	ections						
Your Progres		Select one of your business Business License application		74.6 21			
Welcome		the list, click ADD A LOCATION at the bottom of this screen.					
City Selection	on	Jereen.					
Business Infor	rmation	Select each City where you Check all that apply.	need to apply for a Genera	al Business License fo	or the location sl	nown.	
Business Offic	ials	oncon an enas app.,.					
Reason for Ap	plying	O Select All					
City Specific C	Questions	○ Bellevue	O Des Moines				
Notes		○ Everett	○ Kent				
Review Applica	ation	Lake Forest Park	Renton				
		Seattle	Shoreline				
		○ Snoqualmie	○ Tacoma				
		The following Cities alre- license application in pro			count Numbe	r, or a	
		ADD A LOCATIO	ON SAVE FOR LAT	TER BACK	SAVE &	NEXT	

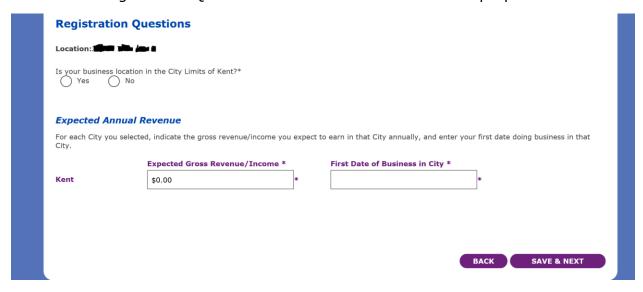
Step 7:

Complete the questions relating to your business activity and click the "Save & Next" purple oval.



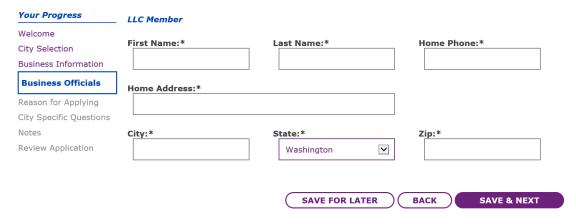
Step 8:

Answer the Registration Questions and click the "Save & Next" purple oval.



Step 9:

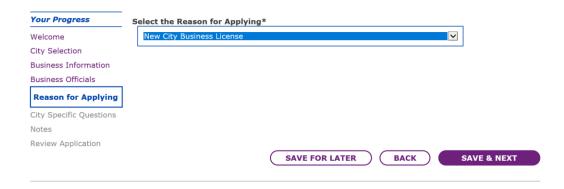
Depending on the legal structure of your business, complete the necessary information relating to owners or managing partners and click the "Save & Next" purple oval.



Step 10:

In the Reason for Applying Field, you **MUST** select New City Business License. Then click the "Save & Next" purple oval.

Reason for Applying



Step 11:

Under City Specific Questions, you **MUST** enter your existing 7-digit Kent business license number.

City Specific Questions

Your Progress	- Kent
Welcome	In an effort to both validate and improve information in its business licensing system, the City of Kent is
City Selection	asking all businesses re-licensing for 2022 to provide responses to the full set of licensing questions in FileLocal. Businesses can anticipate fewer questions when they re-license for 2023 and beyond.
Business Information	
Business Officials	If you are re-licensing your existing City of Kent business license, please enter the seven-digit numeric
Reason for Applying	portion of your City business license number only. Do not include the letters that appear before the seven- digit number.
City Specific Questions	

It is also important that you select the correct category of Kent business license which you are renewing:

~	T. Comments of the Comment of the Co
Notes	Select the option that best describes your business: * Outside Contractor – located OUTSIDE the City of Kent
Review Application	O Independent Contractor – located INSIDE the City of Kent
	Home-based business
	Rental housing
	Multi dwelling - Hotel/Motel/Lodge
	O Commercial – all other licenses

Summary of license types:

- Outside Contractor-Any business which does not have a physical location within Kent City limits. Example: A plumber domiciled in a neighboring city who travels into Kent to conduct business.
- Independent Contractor-A business who has a location in Kent <u>and</u> shares this location with another business who has a Commercial business license. Example: A barber who rents out a chair in a Kent barbershop.
- Home-based business-A business operating out of a residence in Kent.
 Example: An IT consultant who runs their own business out of their home office.
- Rental housing-A rental unit located in Kent which consists of two or more residential dwelling units. Example: An apartment complex located in Kent.
- Multi dwelling-A Kent based Hotel or Motel.
- Commercial-A business which has a physical presence in the city of Kent. Example: A business who occupies a Kent office or warehouse.

After you have completed all of the City Specific Questions, click the "Save & Next" purple oval.

Step 12:

You can enter any specific questions you have under the Notes section or leave it blank. The click the "Save & Next" purple oval.

Notes Your Progress Please enter any additional notes or comments you may have concerning this application. Please contact the City directly for any questions. Welcome City Selection Business Information Business Officials Reason for Applying City Specific Questions Notes SAVE FOR LATER BACK SAVE & NEXT

Step 13:

Review your previously submitted answers for accuracy, complete the Affirmation section, select the accurate next step option and click "Save & Next". Choosing "I'm Ready to Pay for this license" will begin the review and payment process.

Notes

No notes were added to this application.

Affirmation

Click the confirmation checkbox to verify all information is correct. Then click the [Next] button to calculate the payment due to the Cities you selected.

O I am affirming as the applicant or authorized representative of the firm that the information given on this application is true, correct and complete. I understand that when I submit an application online my typed name is equivalent to an electronic signature. *

Signature of Applicant	_ s	ignature of Preparer
	Or	
Title		

Fee Subtotal

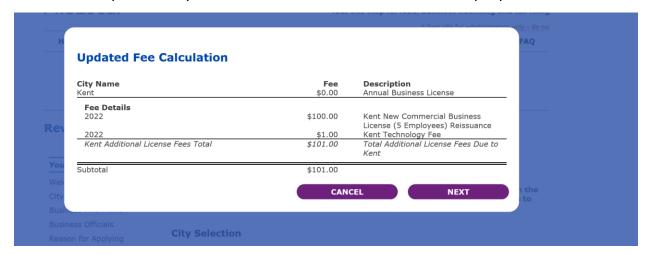
City Name	Fee	Description	
Kent	\$101.00	Annual Business License	
Subtotal	¢101 00		

What do you want to do when you click the NEXT button below? Note: This application will be automatically added to the payment cart. * Required

- O I'm ready to pay for this license.
- O I need to add another location.
- O I want to apply for a General Business License for another location I've already added.

Step 14:

Review the Updated Payment Calculation and click the "Next" purple oval.



Step 15:

The Payment Cart will list the total license fee in conjunction with the Filelocal User fee. Click the "Ready to Pay" purple oval to begin the payment process of your business license.

Payment Cart

What You Are Filing

You are about to file and pay for all the items listed below. Please review the list to make sure this is what you want to pay. You can add, edit, or remove items in the payment cart using the links and buttons below.

Please have your banking or credit/debit card information ready before you click [Ready To Pay] .

Form Name	Filing Period	Amount Due	Action		
Kent	\$4 FileLocal User Fee				
Kent GBL Application "Applied For"	Dec 2021	\$101.00	Make Changes Remove Form		
FileLocal					
FileLocal User Fee (\$4.00 per City Paid)	non-refundable	\$4.00			
Amount Due		\$105.00			

Use the buttons below to add other items to the payment cart. After you complete each item, we will bring you back to the cart. At any point, you can click the payment cart icon at the top of any screen to come back to this page.

FILE A TAX FORM APPLY FOR A LICENSE CHECK FOR A RENEWAL

For Your Security

KUBRA is FileLocal's PCI-compliant secure third-party payment vendor. They make sure your financial information is secure. When you click [Ready To Pay], we will send you over to their website to enter your payment information. KUBRA charges a small non-refundable service fee for processing the secure transaction. Their fee varies based on how you pay and the number of Cities you are paying. After you pay, KUBRA will send the money directly to each City you're paying. City and FileLocal staff cannot ever see or access your payment information.

When You're Finished

When you have made your payment, FileLocal will send each form to the right City. You can get a receipt from KUBRA's confirmation page (print and/or email). Then you can return to the FileLocal Portal to print forms for your records, if needed.

BACK PAY LATER READY TO PAY